



BMGT 1327.001IN-002IN
Principles of Management
Fall 2022
Online

Instructor: Griselda Solis
E-mail: gsolis4@com.edu
Telephone Number: Via Teams

Office hours
Tuesday, Virtual: 10 am- 11:00 am
Also by appointment

Required Textbook and Materials:

1. **MGMT, 12th Edition**, Chuck Williams - Inclusive Access(Specially bundled with **MindTap** for Internet class)
2. Access to the Internet and a Web browser that supports D2L Learning System
3. Other materials, as mentioned by the instructor online

Course Description: The course provides the student with foundational information about theories and issues in the field of management. Students will learn business concepts and terminology throughout the chapters. The major content areas will include general principles of management and its relationship in business.

Pre-requisite: None

Requirements for enrolling in an online course: All students enrolling in their Internet or Hybrid section must complete the course designed to help navigate D2L.

As this is an online course, it is crucial that you be self-motivated and self-disciplined. You need to carefully read each chapter unit, and the associated required readings, attempt online activities, and practice quizzes. It is also your responsibility to take each assessment quiz, midterm, and final exam, participate in scheduled discussions, and complete class projects according to the scheduled timeline in your *Semester Schedule*. It is your responsibility to submit all assignments on time.

Determination of Course Grade/Detailed Grading Formula:

It is the student's responsibility to be familiar with all the material presented in the textbook. Student Learner Outcomes are included for each chapter of the text. Your

study time will be much more productive if you read the Student Learner Outcomes prior to reading each chapter.

A variety of means is included to evaluate student performance. Methods of evaluation employed to evaluate student performance are:

1. **DISCUSSIONS:** There are four video discussions. You will watch the video and submit your analysis in the assignment drop box. The material covered in the video assignments will typically be outside the material covered in the textbook. Submission of analysis is to be placed in the assignment drop box.
2. **QUIZZES:** The student will complete quizzes online in D2L as scheduled within the semester schedule. It is used as one of the learning tools, as well as an evaluation tool to familiarize students with definitions, concepts, and applications.

There are 18 chapter quizzes worth 10 points each. You are allowed 2 attempts for each quiz with your highest-scored attempt counting as your grade. There is a 30-minute time limit.

Quizzes should be used as a study guide for each test. Be sure to read and study the chapter material prior to starting the quizzes. While each quiz is only 10 points, there are 18 of them so they cannot be ignored. Grouped together, they make up a substantial portion of your grade.

3. **EXAMS:** Competency exams will be administered online as designated by the instructor within the semester schedule. There will be five exams in this course. The schedule of activities covers the chapters included in each exam. You will have 1 attempt and 60 minutes to complete the exam.

Test Review Sheets: Once you have studied the material in the chapters, you should then open the review file for each test. Make sure that you are familiar with and can accurately describe the concepts and terms covered in the review sheet.

- a. Exam 1 will cover student learner outcome 2 and maps to the Social Responsibility general education core objective.
- b. Exam 4 will cover student learner outcomes 3 and 4 and maps to the Communication Skills general education core objective.

NOTE: No submissions are allowed after the assigned due date lapses.

Grading Criteria - Based on required work for the semester:

A.	5 Exams -150 points each (lowest exam grade dropped)	@600 points
B.	18 Quizzes – 10 points each	@180 points
C.	4 Case Discussion Videos – 50 points each	@200 points
D.	1 Assignment	@20 points

Total	1000 points
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Grading Scale - Letter grades will be awarded according to the following criteria:

A = 900 points or above	(90% to 100%)
B = 800 to 899 points	(80% to 89%)
C = 700 to 799 points	(70% to 79%)
D= 600 to 699 points	(60% to 69%)
F =anything less than 599 points	

NOTE: The instructor DOES **NOT** give a **W**. Anything below 60% earns an F grade. It is the student's responsibility to acquire and complete the withdrawal form when and if the student decides to drop the class.

Late work and Make-up Policy: Late work is **NOT** accepted except under documented extenuating circumstances with approval from your instructor. No make-up exams or assignments will be given or accepted.

Attendance Policy: The online students will log in to the D2L class at least three times per week on three different days during the week to check if any new assignments, emails, announcements, or instructions and to complete their work. Regular attendance and punctuality in submitting assignments, quizzes, and exams are very important. History has shown that in order to be successful in this course, students must learn the material as it relates to practical applications in the business world. However, failure to attend class will not result in an official or automatic withdrawal.

Communicating with your instructor:

The primary means of communication with the instructor and the class is in the **Class Related Topics** Discussion Forum. Post all questions, comments, concerns, related to this course in this section. You may also post articles you would like to share. When a question is posted in this forum both the instructor and the students will help the class to find a solution. It is imperative and the Sole Responsibility of the student to check the Discussion Forum for new posts. This is your virtual classroom.

Email (gsolis4@com.edu) should be used for **private communication** regarding any personal academic matters. I will respond within 48 hrs (except weekends/holidays). The instructor will check messages at least every other day or three times a week. Due

to FERPA restrictions, faculty can only share any information about performance in class through COM email. No other email can be used for performance-related questions.

Student Learning Outcomes:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Social Responsibility- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.
3. Communication Skills- to include effective written, oral, and visual communication.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain various theories, processes, and functions of management	Social Responsibility	Exam 1
2. Apply theories to a business environment.	Critical Thinking Skills	Case Discussion
3. Describe elements of the communication process	Communication Skills	Exam 4
4. Identify leadership roles in organizations	Social Responsibility	Exam 4

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: if you have any questions or concerns about any aspect of this course, please **contact me first** using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact gregory2@com.edu or 409-933-8339.

**Course Outline
Fall 2022**

Week	Week of:	Readings	Online Assessments	Other Assignments
<u>MODULE 1</u> 1	8/22/22	Chapter 1 Chapter 2	Quiz 1 Quiz 2	Read the content in the <i>Read Me First</i> module, navigate the course, and get familiarized with the online classroom set-up. Discussion Board Assignment
2	8/29/22	Chapter 3	Quiz 3	
3	9/05/22	Chapter 4	Quiz 4	
4	9/12/22		EXAM 1 Chapters 1-4	MODULE 1 DEADLINE: MIDNIGHT SUNDAY, SEPTEMBER 19 (Quizzes 1-4, Exam 1 & DB)
<u>MODULE 2</u> 5	9/19/22	Chapter 5 Chapter 6	Quiz 5 Quiz 6	
6	9/26/22	Chapter 7 Chapter 8	Quiz 7 Quiz 8	Module 2- Video Discussion Board
7	10/03/22		EXAM 2 Chapters 5-8	MODULE 2 DEADLINE: MIDNIGHT SUNDAY, OCTOBER 9 (Quizzes 5-8, Exam 2 & DB)
<u>MODULE 3</u> 8	10/10/22	Chapter 9 Chapter 10	Quiz 9 Quiz 10	
9	10/17/22	Chapter 11 Chapter 12	Quiz 11 Quiz 12	Module 3- Video Discussion Board

Week	Week of:	Readings	Online Assessments	Other Assignments
10	10/24/22		EXAM 3 Chapters 9-12	MODULE 3 DEADLINE: MIDNIGHT SUNDAY, OCTOBER 30 (Quizzes 9-12, Exam 3 & DB)
MODULE 4 11	10/31/22	Chapter 13	Quiz 13	
12	11/07/22	Chapter 14 Chapter 15	Quiz 14 Quiz 15	Module 4- Video Discussion Board
13	11/14/22		EXAM 4 Chapters 13-15	MODULE 4 DEADLINE: MIDNIGHT SUNDAY, NOVEMBER 20 (Quizzes 13-15, Exam 4 & DB)
MODULE 5 14	11/21/22	Chapter 16	Quiz 16	Thanksgiving break: November 24 - 27
15	11/28/22	Chapter 17 Chapter 18	Quiz 17 Quiz 18	Module 5- Discussion Board
16	12/05//22		EXAM 5 Chapters 16-18	MODULE 5 DEADLINE: MIDNIGHT SUNDAY, DECEMBER 7 (Quizzes 16-18, Exam 5 & DB)

All work from each module will have 1 deadline. For example, Quizzes 1-4, Exam 1, and DB1 are part of Module 1 and are due on 9/18/22.

NOTE: No submissions are allowed after the assigned due date lapses.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with*

the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending the College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Failure to log in will NOT constitute an official or automatic withdrawal. It is the student's responsibility to acquire and complete the drop form when the student has decided to drop the class. Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw with a passing grade for this class is, **November 18, 2022.**

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here: <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.